

Wisconsin FFA Center  
Board Minutes  
Tuesday, June 26, 2017

Meeting was called to order by Chairman Troy Talford at 10:04 a.m.

Minutes – Darren moved to approve the minutes. Shari seconded. Motion carried

Financials –

- Discussion about trying to get reports in a timelier manner.
- Group consent that the line item name should be changed from “Process Fees” to “Conference Processing Fees.”
- Income – various timing items to note – Star Mission came in May, Summit line item is in-out, still waiting on GPR funds, Convention payment will go out after GPR funds come in so we don’t run into a cash flow issue
- Expenses – watching staff hours to not go over the budgeted amount for the fiscal year
- July 31 is fiscal year end (FYE)
- Question came up about finance committee for putting together the budget before the fall meeting. There is not a separate finance committee – the executive committee does that.

Center Updates

- Convention
  - New LDE implemented, expanded Agriscience Fair, State Officer interviews switched to Alliant because of cost hike from Sheraton, discussion about entertainment options (no new ideas presented)
  - Running sessions went smoother, still opportunity for improvement
    - Sessions started on-time
    - No PSOs talked on-stage this year except the oldest ones
    - Need to increase communication (especially changes) with all backstage crew
    - Maybe an arm badge or something to identify “session crew”
    - Handheld, condensed script for seating crew – binder is too big to carry around – program is usually used, but it’s more out-dated
- Goals for upcoming year
  - State Officer Training Process – lots of big changes coming from nationals for 2018, so need to prep this year

Succession Plan

- History step is completed
- Will review next step to continue progress

25<sup>th</sup> Anniversary – banner was created and is here

Rent - \$3,900 in 2016-17

## Updates

- Continued summer work with Brenna, Anita
- ED Eval process proposed changes
  - Currently said additional board member – adjusted to be current chair
  - Linda moved to approve the changes as written. Jake seconded. Motion carried.
- Evals and salary
  - Cheryl shared comments about Anita (\$11.50 – 16 hrs/week) and Terri (\$15.00 – 40 hrs/week except in summer)

Meeting was recessed for luncheon.

Meeting resumed at 1:15

Linda moved to keep office assistant at current rate of \$11.50 for 2017-18 year. Jen seconded. Motion carried.

Linda moved to provide a \$0.25/hour raise for executive assistant to be at a rate of \$15.25 for 2017-18 year. Jake seconded. Motion carried

Linda moved to provide a 2.5% raise for executive director. Lindsay seconded. Kevin moved to amend the main motion to 2%. Jake seconded. Amendment carried. Main motion carried.

Jen moved to keep rent at \$3,900 for 2017-18 year. Shari seconded. Motion carried.

Jen moved that the official protocol regarding the June meeting discussion about evaluations and salary to be that the executive director speaks and then is excused, then the FFA Advisor speaks and is excused and then the board discusses and decides.

Additional discussion topics were covered pertaining to the Center succession plan:

- Need to increase communication to the Foundation about the Center funding needs – will ask to be added as November agenda item
- Regarding the Center Succession Plan that was created, there will be a specific item from the plan on each future agenda for the Center Board to discuss
- Discussion about increasing the Center board meeting quantity/quality

Jen shared appreciation for her time being on the board. Lindsay piggy-backed on the sentiment.

2:30 – Kevin moved to adjourn. Shari seconded. Motion carried.